



## Enhanced Supervisor Training Program Quick Step Guide

- Log into the PS Portal Page ([www.in.gov/spd/instep](http://www.in.gov/spd/instep)) and select the ELM link-you will want to close out the Portal page so you are not timed out of training.
- It is recommended to launch all CBT trainings in Internet Explorer

Step	Action
1.	<p>Navigate to this website to begin: <a href="http://www.in.gov/spd/instep">http://www.in.gov/spd/instep</a></p> <p>Enter your <b>User ID</b> and <b>Password</b> into the appropriate field.</p> <p>A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p>
2.	<p>Click the <b>ELM Training</b> link if you logged into address above.</p> <p><a href="#">ELM Training</a></p> <p>If you logged directly into ELM you can skip to step #4. (<a href="https://hr85.gmis.in.gov/psp/lm90prd/EMPLOYEE/PSFT_LM90PRD/h/?tab=DEFAULT&amp;cmd=login&amp;errorCode=106&amp;languageCd=ENG">https://hr85.gmis.in.gov/psp/lm90prd/EMPLOYEE/PSFT_LM90PRD/h/?tab=DEFAULT&amp;cmd=login&amp;errorCode=106&amp;languageCd=ENG</a>)</p>
3.	<p><b>NOTE:</b> To ensure you don't time yourself out of the session while taking this course, you should close out the previous Portal PeopleSoft screen and keep only the ELM Training screen up on your desktop. If not, you will be timed out during your training session.</p> <p>Click the <b>Close (X)</b> button and then maximize the ELM screen.</p>
4.	<p>Click the <b>Self Service</b> link. (If you can't locate the Self Service link, click <b>Main Menu</b> and then click the <b>Self Service</b> link.)</p> <p><a href="#">▶ Self Service</a></p>
5.	Click the <b>Learning</b> folder link.
6.	Click the <b>Browse Catalog</b> link.
7.	Select the <b>State Personnel Department</b> category/agency link to access the course catalog.
8.	Select the <b>BLR Training Catalog</b> under the Related Categories link.
9.	Under the Program category header, click the program link (to view program information) or the <b>Register</b> link to the right of the program titled <i>Enhanced Supervisor Training Program</i> .
10.	Click the <b>Register</b> button to register for the course.

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11.	On the next page, click the <b>Submit Registration</b> button. If you are ready to begin the program you can start a course by locating <b>My Learning</b> in the navigation on the bottom of this page.																					
12.	Click the <b>My Learning</b> link.																					
13.	<p>The <b>My Learning</b> section should contain the <b>Enhanced Supervisor Training Program</b> under your activities with the status of Registered. If this program is not listed in the first 5 results shown, click <b>All My Learning</b>. (You may need to select <b>View All</b> if you have more than 15 courses in history)</p> <p>Please locate the <b>Enhanced Supervisor Training Program</b> under the title column and click <b>Enhanced Supervisor Training Program</b> link.</p>																					
14.	<p>You should now see the <b>Certification Progress</b> page where you will find all of the components needed to complete this program. This program has 19 total courses (5 are optional) needed to complete the program and an optional course to print a certificate of completion.</p> <p style="text-align: center;"><b>Program Completion Instructions</b></p> <p><i>You must enroll into each course. Once you have enrolled you can launch immediately. The course allows you to pick up where you left off if you need to stop. After you have viewed the course and passed the quiz (you will have three attempts to pass) you can close out that window and if you hit the Return to Previous page link you will be taken back to the All Learning section where you can click into the Core Supervisor Training Program to begin the next course.</i></p> <p>Please start with the first required course. Click the <b>View Enrollment Options</b> link next to the course title.</p> <table><tr><td><a href="#">Coaching for Superior Employee Performance--Techniques for Supervisors</a></td><td>Required</td><td>Not Enrolled</td><td><a href="#">View Enrollment Options</a></td></tr></table>	<a href="#">Coaching for Superior Employee Performance--Techniques for Supervisors</a>	Required	Not Enrolled	<a href="#">View Enrollment Options</a>																	
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15.	<p>Click the <b>Enroll</b> button</p> <table><tr><th colspan="7">Activity Options for Coaching for Superior Employee Performance--Techniques for Supervisors</th></tr><tr><th>Activity Code</th><th>Type</th><th>Start Date</th><th>Price</th><th></th><th></th><th>Add to Plan</th></tr><tr><td>BLR_WBT_0009</td><td>Computer-Based Training</td><td>06/18/2013</td><td>0.00 USD</td><td><a href="#">View Details</a></td><td><b>Enroll</b></td><td>Add to Plan</td></tr></table>	Activity Options for Coaching for Superior Employee Performance--Techniques for Supervisors							Activity Code	Type	Start Date	Price			Add to Plan	BLR_WBT_0009	Computer-Based Training	06/18/2013	0.00 USD	<a href="#">View Details</a>	<b>Enroll</b>	Add to Plan
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16.	<p>Click the <b>Submit Enrollment</b> button.</p> <div><b>Submit Enrollment</b></div>																					
17.	Click the <b>Launch</b> link.																					

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18.	<p>Click the <b>Launch</b> button to the right of the course.</p> <table><tr><th colspan="4">Table Of Contents</th></tr><tr><th>Title</th><th>Status</th><th>Score</th><th></th></tr><tr><td>Coaching for Superior Employee Performance— Techniques for Supervisors</td><td>Not Attempted</td><td></td><td><a href="#">Launch</a></td></tr></table> <p>If you receive a security warning, select the <b>Yes</b> option.</p> <p><b><i>The training will launch in a new window. If the training does not launch, make sure that your browser’s pop-up blocker is disabled and try again.</i></b></p>	Table Of Contents				Title	Status	Score		Coaching for Superior Employee Performance— Techniques for Supervisors	Not Attempted		<a href="#">Launch</a>
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19.	<p>Follow the instructions on the screen to complete the training. If you would like to enlarge the screen you can select F11.</p>												
20.	<p>At the end of the training you will need to pass a quiz in which you will have three attempts to pass.</p> <p>Once you have you passed the quiz you will click the <b>finish button</b> and exit out the training window.</p> <p><i>If you need to retake the quiz hit the retry button.</i></p>												
21.	<p>If you still have the Activity Progress page open you can click the <b>Return to Previous Page</b> link to return to the <b>All Learning</b> page.</p> <p><a href="#">Return to Previous Page</a></p>												
22.	<p>You can continue to enroll into other courses in the Enhanced Supervisor Training Program from the <b>All Learning</b> page to complete the program requirements. Continue to take the other 15 required courses (5 optional) to finish this program.</p>												
23.	<p>Once you have completed the mandatory <b>Enhanced Supervisor Training Program</b>, feel free to print of a certificate of completion.</p> <p>If you would like to view additional training you can review our other training catalogs in <b>ELM/Main Menu/Self-Service/Learning/Browse Catalog/SPD/BLR Training Catalog/BLR Customer Service Library</b></p> <p>If you have any questions please contact the Division of Employee Engagement at <a href="mailto:SPDtraining@spd.in.gov">SPDtraining@spd.in.gov</a>.</p>												